

ARTICLE 20
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)

Section 1: Appraisal Requirements.

EMPLOYEE performance will be appraised in accordance with applicable regulation. As dictated by regulation and policy, the performance appraised cycle/system will include but not be limited to the following elements:

- a. EMPLOYEES will be encouraged to participate in the preparation of performance plans.
- b. EMPLOYEES' performance plans will be established consistent with their position descriptions and shall be reviewed and acknowledged by the EMPLOYEE.
- c. At least one (1) documented progress review will be conducted midway through the period covered by the EMPLOYEES' performance plan.
- d. Reasonable assistance will be provided to help EMPLOYEES whose performance is less than fully successful to improve their performance. EMPLOYEES who are determined to be performing at the unacceptable level will be given a formal opportunity period to improve their performance to the fully successful level.
- e. Performance standards shall be objective, to the extent feasible, and will be applied fairly and equitably.
- f. To protect the integrity of the policies and procedures of the EPMS, all preparation periods, timeliness, performance rating periods, procedures, and opportunity periods should be observed, lacking extenuating circumstances, but consistent with applicable rules regulations and instructions.

Section 2: Access to Documentation.

The EMPLOYEE or UNION acting on the EMPLOYEE'S behalf, may request the reasons, records and documentation relied upon to make any rating.